

LAW CLERK - \$57,491.20/yr (an increase with proof of PA Bar exam passage)

Location: Stroudsburg, Pennsylvania

Posting Date: 12/08/2025



Description

This position assists an assigned judge in resolving cases before the Court. The Law Clerk conducts legal research to analyze substantive and procedural questions raised in pleadings, drafts, opinions and attends hearings and trials.

Typical Duties

- Attend pre-trial conferences, hearings, oral arguments, jury and non-jury trials as required.
- Review briefs and legal authorities cited in pleadings for accuracy and application; utilize electronic research methods to conduct extensive research of legal issues raised before the court; determine issues involved; perform comprehensive analyses of issues; draft legal opinions and memoranda for judge's review; ensure proper citations.
- Notify judge of research findings and recommendations; review and summarize issues with judge before hearings and oral arguments, justify reasoning and conclusions to resolve matters; discuss hypothetical or case-related questions with judge to test rationality of solution; answer follow-up questions received from judge regarding information provided or legal research.
- Assist judge with all manner of research during trial; compile jury instructions; research and review motions and objections during trial; provide information to judge and other individuals.
- Maintain current working knowledge of electronic legal research databases, state-managed databases, the Monroe County Law Library, and its contents; maintain thorough and current knowledge of all local, state and federal laws, both statutory and case-created; apply all applicable laws during regular work assignments; read manuals and attend classes, conferences, meetings and/or trainings to keep apprised of changes in legislation and case law.
- Communicate with legal counsel as required; answer and screen incoming telephone calls; provide information, and/or take messages as necessary; answer questions from judges, attorneys, staff, outside agencies, the public, or other individuals as appropriate.
- Prepare various correspondence to include letters, legal documents, memoranda, timesheets, reports, and other documents; review information for accuracy and completeness; make corrections and/or additions as needed; enter information into computer databases as necessary; maintain copies for departmental files and future reference.

Minimum Qualifications

- A Juris Doctorate from an accredited law school required
- Admission to the Pennsylvania Bar or actively working toward obtaining the PA Bar License required
- One year of prior legal experience or training.

How to Apply

Email a resume, cover letter, law school transcript, writing sample and references to Ms. Jessica L. Spencer, Deputy Court Administrator. Email address is

jspencer@monroepacourts.us

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.